

ISU Film Producer's Club



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President's Note

This document was made to inform you of the basic rules and regulations for Iowa State. The PDF covers all the material that is given to every organization president along with all links and phone numbers to helpful materials. This portion of the handbook does not cover the information for copyright laws as well as rules for shooting locations or entering into film festivals. However, the information in this PDF is extremely important to club functions of any student organization. Due to the nature of the club's functions I recommend that every member of the club at least glance through the PDF.

For your convenience all of the document's photos are interactive and will open the corresponding web page in your default browser. The table of contents is bookmarked to take you to the exact section listed, and the menu button in the top righthand corner of the document will take you back to the table of contents page.

If you are looking for other sections, please refer back to our web page to find the appropriate document.

-Mark Hamilton (2012-2014)



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Table of Helpful Links

Student Activities Center -

www.sac.iastate.edu

Policies Webpage -

www.policy.iastate.edu/policy/corp

Leadership and Service Center -

www.sac.iastate.edu/lscenter

Event Planning Resources -

<http://www.mu.iastate.edu/index.cfm?nodeID=21743>

Risk Management -

www.riskmanagement.iastate.edu

Youth Activities and Programs -

<http://policy.iastate.edu/policy/youthprograms>

Campus Organizations Accounting Office -

www.controller.iastate.edu/campusorg

Trademark Information -

www.trademark.iastate.edu

Trademark Information (Merchandise) -

www.trademark.iastate.edu/merchandise

Trademark Information (Forms) -

www.trademark.iastate.edu/forms

Trademark Policy (For Students) -

http://www.trademark.iastate.edu/policy/tm_student.pdf

Room Scheduling -

www.fpm.iastate.edu/roomscheduling

Government of Student Body -

www.gsb.iastate.edu

Sexual Misconduct -

<http://www.dso.iastate.edu/sexualmisconduct/>

Office of University Counsel -

www.universitycounsel.iastate.edu

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Student Organization Recognition

There are three types of recognition for student organization. Currently we are specifically at “Registered” status. However, you should be aware of the different statuses.

Sponsored - Sponsored organizations are those considered critical to the mission and culture of the university and work in partnership with a university department or office

Affiliated - Affiliated organizations may be directly associated with an academic class or class requirement. A university department or unit must provide oversight and direct responsibility for affiliated organizations and their activities.

Registered - Registered organizations are those that are consistent with the mission and culture of the university and primarily engage in activities that benefit their membership. The university recognizes but does not support or endorse the purposes of these registered organizations and may not accept responsibility or liability for the activities undertaken by the organization.

Website:
www.sac.iastate.edu

Phone:
294-8081



Website:
[www.policy.iastate.edu/
policy/corp](http://www.policy.iastate.edu/policy/corp)

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Attaining Recognition

When a major change is made within the club, officers must fill out the appropriate forms to retain our status as a recognized organization.

For official recognition we require:

- At least 5 members
- President, Treasurer, and Adviser
- An approved constitution uploaded to the server
- At least 50% ISU membership (Students, Faculty and Staff)
- Compliance Agreement Form (Signature Sheet) on file at the Student Activities Center

Only President, Treasurer and Adviser need to sign the Compliance Agreement Form.

When we elect a new President, Treasurer, or Adviser we have 4 weeks to get in compliance or lose recognition.

Recognition Provides us with multiple benefits:

- Roster feature to better organize members, send mass emails and track involvement within the organization.
- “Request to Join” link that allows prospective members to contact membership officer and organizations
- GSB funding for our budget

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Student Activity Center Resources

Flyer Distribution Service

\$15 for student orgs, 280 flyers, Monday at 5pm deadline, Tuesday distribution, event cannot occur within 8 days of the distribution date

Mass E-mail to students

(\$20 for list, \$26 for BigMail) Don't forget a copy of your message with your signed form

Table Tents in the MU Commons

Display cases on first floor of MU

Texas Markers and Die Cut Machine

Underground (bowling/billiards)

Rent the space for your next social, underground@iastate.edu

Workspace (art studios and classes)

Get buttons printed affordably to help promote your events
workspace@iastate.edu

Maintenance Shop

Rent the space for events and socials, bar service available
\$25/hr rent, \$10/hr sound tech, \$20/hr for bar (2 hr min.)
Limited availability, email mshop@iastate.edu with questions

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Leadership and Service Center

Come to the Leadership and Service Center to learn about resources and events on Iowa State Campus, find volunteer opportunities around Ames, experience post-graduate service opportunities.

You can also get advice and resources on how to best run your student organization, with topics including:

- Organizational goal setting
- Retreat planning
- Teambuilding
- Marketing and publicizing your organization and events
- Creating a meeting agenda
- Building up a new organization



Website:
www.sac.iastate.edu/lscen-ter

Location:
Memorial Union, East Student Office Space H

Hours:
M-Thursday 1-5pm, Friday
1-4 pm (subject to change)

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Memorial Union Event Management

The Memorial Union Event Management services can provide you with several services as a recognized organization:

Reserve rooms in the Memorial Union for FREE (incidental charges may apply)

Opens April for Fall and November for Spring
Advanced booking for higher tiered organizations

Reserve Green space on campus (Central Campus, S. Camp Lawn, etc)

Designated Public Forum Areas (Free Speech “Zones”)-
West and South of the Hub and South of the Campanile

Promotion Resources

- Signboards (limit 2 per organization per 7 day period)-
FREE
- Banner space- South and West entrances
- Display Tables and Booth- 1st Floor by Women's Restroom,
West Staircase, Outside Book Store
- GSB tables & chairs- use for special events around campus



Website:
<http://www.mu.iastate.edu/index.cfm?no-deID=21743>

Phone:
515-294-1437

Email:
eventmanagement@iastate.edu

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Event Authorization

The Event Authorization Committee exists to assist you in the planning and preparation of your event. Members of the committee represent: FP&M, DPS, DOR, SAC, ISU Dining, Rec Services, Risk Management, and MU Event Management

The first step is to fill out the online event authorization request form: www.events.stuorg.iastate.edu

- Fill it out for any event that is open to more than just your club members, located on or off campus
- Must be submitted at least 10 class days prior to the event
- To receive more information, access to the online system or assistance with events, visit the Student Activities Center or e-mail eventauthorization@iastate.edu

If your event includes any of the following then additional efforts will be necessary:

- Alcohol
- Animals
- Food
- Gambling/Raffles
- Minors (under 18)- requires parental consent form
- Non-university vendors
- Parking (4-3388) and Security (4-4428)

Denied events that occur will go to judicial affairs for review or could result in loss of organization recognition

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Food Management

State of Iowa Food Code and ISU procedures for food service:

Ready-to-eat potentially hazardous foods (pizza, sandwiches, etc.) may not be purchased from a vendor and then resold.

This does not apply to food giveaways at which food is distributed for FREE, not sold. Food given away for free at an ISU event must, however, come from an Approved ISU Caterer/Vendor and must be served according to safe food handling processes.

For fundraisers, the ISU organization/unit may make arrangements to have an approved vendor/caterer on site to oversee service and sales at the ISU event. The vendor/caterer may then choose to give the organization/unit an agreed-upon commission or donation.

For more information regarding food at events, see <http://riskmanagement.iastate.edu/students/food/>



*Office of Risk
Management (ORM)*

*Website:
www.riskmanagement.iastate.edu*

*Phone:
294-7711*

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Food at Events

- Must follow State of Iowa Food Code
- Must use ISU Approved Vendor/Caterer
- Must fill out Event Authorization Form and also ISU Food Sale or Service Agreement
- List specific vendors/food items being consumed; submit worker/volunteer log following event
- Training- Safe Food 101 (online)

Every person planning to serve or prepare food for a student org event with food must complete Training-Safe Food 101 which can be found online, which will do the following:

- Covers handling, preparation and storage
- Card is valid through September 2014

Additional Information

Foods prepared in a private home may not be served/sold (with the exception of bake sale items—i.e. cookies, bars)

At least one person who is ServSafe certified (more advanced than SafeFood 101) must be present at all times to oversee the preparation and cooking of raw foods (grilling hamburgers, pork burgers, eggs, etc.).

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Student Organization Travel Authorization

You must use this system if using ISU vehicles and traveling on behalf of your student organization for university business

Identification of an approved “university business purpose” is a key element in trip approval. (EX: representing ISU at a conference/seminar; competing at a collegiate event on behalf of ISU’ outreach on behalf of an ISU department, etc.) SEE

<http://riskmanagement.iastate.edu/travelauth/policy/vehicle.html> for more info.

Process includes university vehicle reservation requests and motor vehicle record checks (for drivers); emergency contact, lodging and transportation information; Travel Participation Agreements (waiver/release forms)

Process should begin at least one month before trip. If you’re within this time period then contact ORM directly to see if your trip can be accommodated

Plan ahead when reserving university vehicles (especially for break trips) Only reserve vehicle you plan to use; a cancellation fee may apply

If you plan to use a fifteen passenger (15P) van or a vehicle towing a trailer, all drivers must complete training (offered by Transportation Services monthly)

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Youth Activities, Pre-Collegiate Programs and Camps

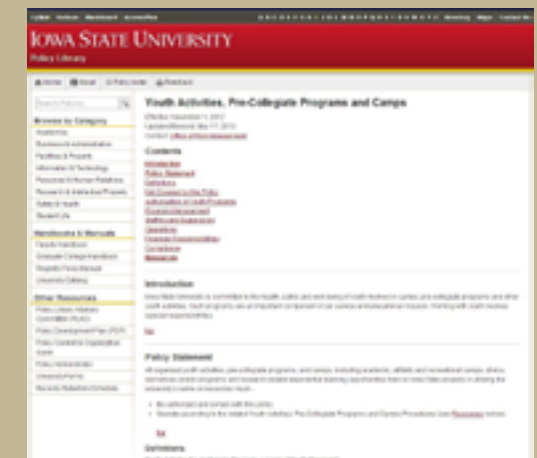
ISU Youth Activity, Pre-Collegiate Program or (“Youth Program”) is an academic, athletic or recreational activity offered to youth participants. This includes workshops, group lessons, conferences, seminars, competitions, internship programs, group experiential learning opportunities, and other enrichment programs offered to this population.

“All organized youth activities, pre-collegiate programs, and camps, including academic, athletic and recreational camps, clinics, workshops and/or programs and research-related experiential learning opportunities held on Iowa State University property or utilizing the university’s name or resources must—

- Receive approval from the Event Authorization Committee
- Operate according to the related Youth Activities, Pre-Collegiate Programs and Camps Procedures

In addition to department/unit and dean or vice president approval, all student/campus organization programs involving youth participants must also be approved by the organization’s adviser and the ISU Event Authorization Committee (see Resources below). These programs must be sponsored by an ISU department/unit.

NOTE: This policy is managed by Risk Management



Website:

<http://policy.iastate.edu/policy/youthprograms>

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Campus Organizations Accounting

Gambling Permit Usage Request

- Must fill out to use on or off campus
- Primarily used for Bingo and Raffles
- Do not fill out for game of skill (tournament) or door prizes
- Craps or Roulette will never be approved (nor any other casino type games)

W-9

- Must be filled out by recipient when receiving prizes valued at \$75 or more OR for services rendered such as umpire a game, speaker gifts, etc.
- Use for purchased or donated prizes and services
- After \$600 received in a year, the university will send that person a 1099 for tax filing

Purchasing Cards

- Available for up to two officers (it is helpful if one is the Treasurer)
- The method of payment for goods purchased/travel expenses/etc. (not for personal reimbursements)
- Use to purchase gift cards, food, prizes, travel
- Must take training, renewal training not required

Also available: Receipt books, cash boxes, and cash bags
NO Petty Cash



Website:
www.controller.iastate.edu/campusorg

Phone:
294-1633

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Trademark and Licensing

Marks can be requested from the Trademark Office. Trademark approval is required if using any university mark

Use of a licensed vendor is required. Search database for licensed vendor listing (by product or vendor name) at <http://www.trademark.iastate.edu/merchandise/>

Filling out online internal trademark use form is required at <http://www.trademark.iastate.edu/forms/>

Items the mark are most commonly used on:

- Clothing (T-shirts, sweatshirts & hoodies)
- Printed materials
- Banners & signs
- Promotional give-a-way items (pens, mugs, Frisbees, etc.)

The student use guidelines were recently updated to align with how the University has established the Student Organization Recognition Policy (SORP). The policy tiers groups into sponsored, affiliated and registered.

Sponsored and affiliated groups have direct ties to the University by either the University directly sponsoring a group or affiliating with them. These groups will have full access to the University's trademarks including names and logos.



Website:

www.trademark.iastate.edu
or
www.trademark.iastate.edu/merchandise
or
www.trademark.iastate.edu/forms

Phone:

294-4402

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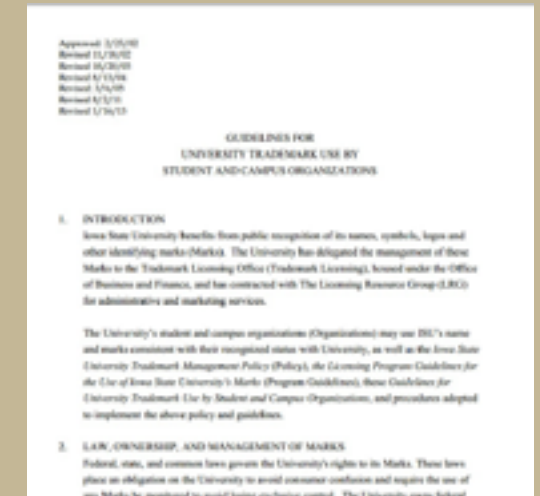
Registered groups that do not have this recognition will only be permitted usage of the University name in a factual, critical or descriptive manner.

Vintage Cy can be manipulated with approval, no other marks can be altered



Do not use trademarks owned by other entities without written permission (Ex: Pepsi logo, Disney characters, famous tag lines, etc.).

Misuse of the university's trademark policy and guidelines may result in penalties, loss of using the trademarks, confiscation of the product or the organization's P-card, and other sanctions



For more information, please review the guidelines in their entirety at the URL:

http://www.trademark.iastate.edu/policy/tm_student.pdf

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Reserving Spaces

You must fill out the Room Reservation Request form online
At least 3 days notice required - busier times will require a week or longer for scheduling

Fall rooms are available in early/mid August, Spring available in early/mid December

This does not include green space on campus, departmental rooms, the MU or Iowa State Center

Reservations are for your club only- don't book for outside companies.

Restrictions:

- No Food or Beverages allowed- will enforce more in the future
- No Amplified sound
- Technology may be used, however do not unhook any installed equipment for your equipment to be used (if you need it ask ahead of time, call 4-8026)
- Hallways and lobbies are requested through Event Authorization process



Website:
www.fpm.iastate.edu/room-scheduling

**Phone for After Hours
Service Requests:**
294-5100

**Media Technology Questions
or Service Calls:**
294-8026

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Facilities Information

Facilities information provides organizations with a variety of services.

They provide:

- Trash Bags, Gloves, Tools/Equipment, Recycling Containers
- Trash barrels for rent (requires intramural)
- Locations for underground lines (requires intramural)
- Temporary power (requires intramural)
- Barricades and traffic cones (requires intramural)
- Assistance planning and setting up activities
- Visit their website for detailed information on each building on campus

Chalking on campus

- Never chalk on walls, stairs, other landscape items
- Use common sense- you may get charged if it's excessive

Additional: Don't drive on the turf or sidewalks on campus (especially Central Campus)

If you're planning a large event make sure to contact Sue Mallas even before you fill out the Event Authorization Online Form



Facilities (FP&M)

Website:
www.fpm.iastate.edu

Phone:
294-0692 (Sue Mallas)

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Government of the Student Body (GSB)

The GSB is the official voice of the Iowa State student body: The purpose of GSB is to strengthen students' voices and enhance students' experiences at Iowa State University through active representation, engagement, and support. As part of GSB's dedication to the student experience, GSB invests student fee money into student organizations.

Organizations that are Eligible for GSB funding:

Meet the requirements set out in Chapter 11.2 of the GSB By-laws-

- Be recognized by the Student Activities Center
- Be open to all activities fee-paying students and spouse card-holders
- Demonstrate a consistent service to the University as a function student organization
- Does not contribute financial or material support to any political campaign



Website:
www.gsb.iastate.edu

Email:
gsb@iastate.edu

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Funding options for student organizations (GSB)

There are three different funding options for student organizations seeking allocations from the GSB.

Regular Allocations - An annual budget-centered process which begins with informational meetings, includes filling out a budget request, and has hearings with the GSB Finance Committee and GSB Senate takes place every spring. The guidelines for funding done during Regular Allocations cycles are known as Priorities & Criteria [P&C], which are adjusted yearly and released before the allocation cycle begins. All allocations must also be within the guidelines set out within the Bylaws of GSB. The allocations done in this process take effect in the next fiscal year, which begins on July 1

Special Allocations - An annual process where groups may request funds to adjust for unforeseen circumstances (such as an extreme change in membership) which the planned budget could not support. This allocation process also follows P&C and the Bylaws of GSB. This allocation process takes effect immediately after the final approval from GSB.

Special Requests - There are several other options to request funding from the Government of the Student Body- they are requests from the Capital Projects account, Senate Discretionary Account, and the Events Account. These take effect immediately after the final approval from GSB

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Sexual Misconduct Policy (ISU)

Sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, sexual harassment, relationship violence or stalking.

ISU's policy is an affirmative consent policy. This means that in order to engage in sexual activity, participants must communicate with one another that they mutually agree to participate in each activity. Silence IS NOT consent.

As a student leader it is your responsibility to respond when you become aware of a sexual misconduct situation. You must inform the Dean of Students Office at 515-294-1020 or dso-sas@iastate.edu of all reports of sexual misconduct. This will not automatically result in legal or disciplinary charges.

Student Leaders who become aware of reports of sexual misconduct may also utilize any of the resources listed to the right, or you can consult with your adviser or the Dean of Students office to ask for advice.

There are a variety of resources available for students:

*Emergency Services/Sexual Assault Response Team:
Call 911.*

Non Emergency law enforcement assistance through ISU Police: 515-294-4428.

*Confidential help is available 24/7 through ACCESS:
515-29-ALERT or
(515-292-5378) or
1-800-203-3488.*

To report concerns, contact the Dean of Students at dso-sas@iastate.edu.

To request an interactive educational training presentation, email heart@iastate.edu.

*Web site:
<http://www.dso.iastate.edu/sexualmisconduct/>*

*Phone:
515-294-1020*

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Social Media (ISU Suggestions)

The following are ISU's recommendations for Social Media usage.

Form a strategy - Identify purpose, who you want to reach (audience), types of content you intend to share and overarching goals. From there start with one social media outlet, such as creating a fan page on Facebook, and develop a presence.

Set your goals - Are you trying to communicate a campaign; promote your student organization/department/program; connect with alumni; create a community for fans; or increase overall awareness of your group? Your goals should be SMART: Specific, Measurable, Attainable, Realistic, Timely. Common social media goals include: increased traffic to website, reputation management, brand awareness, search engine rankings, and thought leadership.

Make the time - Don't start a social media effort unless you have the dedicated time and resources to maintain new content on a regular basis. New content is critical to thrive in social media communities.

Conduct research - Before starting a social media campaign, research other organizations on social media networks for ideas on what works and what doesn't.

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Be an active user - Listen to conversations, engage with comments, answer questions, and keep your account fresh with regular posts.

Be respectful - Respect for the dignity of others and to the civil and thoughtful discussion of opposing ideas is critical. Feel free to respectfully disagree with a position but please do not propagate online confrontation as it reflects poorly on both the individual and the university.

Measure success - Determine what success means for your purpose and goals. Increased traffic to your website? Better communication with students? Number of fans, followers, comments?

Be authentic - Social media is all about people connecting with people. Remember to humanize your social media interactions. On social networks it is okay to use an exclamation point and phrases such as “check it out” rather than “read more.”

Be accurate - Make sure you have all of the facts before you post. Cite and link to sources whenever possible to help build a community. It also doesn't hurt to spell-check your content before posting. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.

Be positive - A good rule of thumb: if you would not say it in person, don't say it online.

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Encourage open conversation - Listen to people and respond to as many comments as possible with constructive feedback. A good philosophy for comments is to encourage thoughtful discussion, debate and differing viewpoints, with the understanding that all comments made must be civil, respectful, and appropriate for your audience. If comments are lewd, libelous, incite violence or are otherwise hurtful or hateful speech directed at either individuals or groups, ISU employees who serve as account administrators reserve the right to delete such comments.



*Questions about copyright:
For copyright, fair use and
faculty/staff ownership of
works at ISU, ISU's Office of
General Counsel*

*Website:
[www.universitycounsel.
iastate.edu](http://www.universitycounsel.iastate.edu)*

*Questions about the use of
ISU logos, graphics or trade-
marks:
Contact ISU's Trademark Li-
censing Office*

*Website:
[http://www.trademark.
iastate.edu/](http://www.trademark.iastate.edu/)*